

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Municipal Debt Administrator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Works with various directors and managers to direct the issuance of public debt for authorized projects or programs. Analyzes and plans the City's long-range debt in order to maintain the financial integrity and credit rating of the city and to plan, coordinate, and administer the City's debt sales to acquire the most advantageous long-range financing. Structures and sells cost effective debt and retains the services of various professionals for debt issuance. Ensures compliance with regulatory requirements, performs administrative duties for budget preparation and schedules and coordinates meetings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Develops debt management strategy by arranging policies and finance plans, coordinating with long-term city plans, and interfacing with various directors and managers.
2	S	Structures and sells cost effective debt by coordinating the issuance of debt, ensuring city debt service requirements reflect fiscal policies regarding use of tax-exempt debt, and engaging advisors and consultants to acquire the most advantageous long-range financing programs.
3	S	Retains the services of Financial Advisors, Bond Counsels, and other services by preparing requests for proposals to retain consulting professionals or services consistent with debt issuance needs policy, creating and maintaining contracts with professional consultants, and reviewing progress and quality of services with consultants.
4	S	Ensures compliance with IRS and SEC regulatory requirements and reporting standards by maintaining membership with organizations to gain current knowledge and status of regulatory requirements and reporting standards, reviewing methods and procedures for compliance, and updating and consulting with city staff providing services or materials for compliance.
5	S	Performs administrative duties for budget preparation by researching budget needs for division operations and debt service, authorizing expenditures, scheduling meetings, and attending and contributing to Finance Department executive staff meetings.
6	S	Schedules and coordinates meetings with various agencies and personnel by coordinating participants and materials, providing the agenda and strategy for projects, providing feedback, and monitoring the completion of goals and objectives.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in a municipal finance position.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read various documents, finance plans, studies, budgets, analyses, letters, transcripts, memorandum, and general correspondence.
Math	Work requires the ability to perform complex math calculations, addition, subtraction, multiplication, division and accounting calculations.
Writing	Work requires the ability to write reports, operating and budget information, presentations, memorandum, and general correspondence.
Managerial	Managerial responsibilities include prioritizing projects and funding, preparing budgetary documents, and supervising employee performance.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, review projects, presentations
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	To/from offices, to/from meetings, inter-office, to/from office equipment
Lifting	O	Office supplies, documents, presentations materials, files, books
Carrying	O	Office supplies, documents, presentations materials, files, books
Pushing/Pulling	O	Carts, doors
Reaching	O	When setting up for presentations, retrieval of items from shelves
Handling	O	Office supplies, documents, presentations materials, files, books
Fine Dexterity	O	Computer keyboard, calculator, writing, office equipment, telephone keypad
Kneeling	O	Retrieval of files from filing cabinet, access stacks of presentation materials
Crouching	O	Retrieval of files from filing cabinet, access stacks of presentation materials
Crawling	O	Access electrical outlets, or wiring
Bending	O	Retrieval of files from filing cabinet, electrical outlets
Twisting	O	Between computer, telephone, work station
Climbing	R	Stairs
Balancing	R	Carrying large quantity of presentation materials
Vision	C	Computer, desk work, reading, writing, presentations, use of office equipment, driving
Hearing	C	Telephone, communicating with personnel, general public, presentations, meetings
Talking	C	Telephone, communicating with personnel, general public, presentations, meetings
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, scanner, production equipment, heavy duty stapler, Standard Microsoft Windows and Office software, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)